

Corporate Health and Safety Policy

Corporate Health and Safety Services

16/09/2024



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Foreword

The London Borough of Tower Hamlets corporate health and safety policy has been designed to comply with the legal requirements placed on 'employers' as defined in Section 2(3) of the Health and Safety at Work etc. Act 1974 (HASAW Act).

Relevant health and safety legislation includes the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Regulatory Reform (Fire Safety) Order 2005.

The policy document is formed in 4 parts:

Part 1: 'Statement of Intent', whereby the council recognises and accepts its responsibility as an 'employer' for securing the health and safety of its employees (HASAW Act; Section 2 (3) duties) and other persons who may be affected by its work activities or undertakings (HASAW Act; Section 3 duties), such as our appointed contractors and members of the public.

Part 2: of this policy identifies the health and safety responsibilities of members, corporate directors, chief officers, appointed 'responsible' and 'competent' persons, and the health and safety responsibilities of our staff at each management level in the organisation.

Part 3: outlines the arrangements for implementing the safety policy

Part 4: outlines the arrangements for reviewing the safety policy and for monitoring health and safety performance.

The council's corporate health and safety service will be responsible for completing a periodic review of corporate health and safety policies and other supporting procedures. In circumstances where shortfalls in standards are identified, when new legislation is introduced or amended, the service will ensure that appropriate steps are taken to secure compliance with the legal duties made including notifying the Corporate Leadership Team (CLT) of the potential impact on the council and its services. This policy will be reviewed as part of this undertaking and reviewed and re-printed every two years.

Date of next update and re-print of this policy document: **OCTOBER 2026**

PART ONE

1.0 Statement of intent

- 1.1 The council recognises and accepts the legal and moral duties placed upon it as an 'employer' made under the Health and Safety at Work etc. Act 1974, and in other supporting health and safety legislation and approved codes of practice.
- 1.2 The council recognises that our staff are our most valuable resource and accordingly, we acknowledge that their health, safety, and welfare is of paramount importance and key to the delivery of quality services to the council's stakeholders.
- 1.3 We are committed to developing a culture in line with the council's values at all management levels within the organisation, supportive of health and safety and the promotion and adoption of safe working practices. We consider health and safety to be an integral part of effective and successful organisational management and crucial in the planning and delivery of key services to the public. Health and safety will be considered as part of the council's strategic planning framework and policies.
- 1.4 We will ensure that adequate arrangements are put in place to comply with all relevant health and safety legislation and best practice. Risks to the safety and wellbeing of our employees and any other persons, who may be affected by our work activities or undertakings, will be identified and suitable control measures put in place to either eliminate or minimise risk.
- 1.5 Corporate and directorate performance standards will be established, so that we can measure the effectiveness of our risk control measures. We will continuously improve our health and safety performance and will ensure that appropriate checks are put in place to reduce injury or ill-health.
- 1.6 We are committed to ensuring that our staff receive appropriate information, supervision, instruction, and training to carry out their duties safely and competently.
- 1.7 The chief executive has overall responsibility for health and safety through the implementation of the arrangements detailed in Part 3 of this safety policy. The chief executive will, in part, designate duties to other chief officers to discharge these functions on his / her behalf. These chief officers are members of the corporate leadership team (CLT).
- 1.8 These arrangements can only be effectively implemented with the co-operation of the whole of the council's workforce. **We aim to create a climate where everyone working for the council remains committed to improving health and safety performance and that 'health and safety' is viewed as everybody's business.**
- 1.9 We recognise the valuable contribution that appointed trade union and employee safety representatives can make by monitoring our health and safety standards and have representatives on the committee.

- 1.10 We have established a Joint Corporate Health and Safety Committee (JCHSC). Senior managers and trade unions will actively participate in the work of this strategic committee and in their directorate leadership teams.
- 1.11 A copy of this statement will be made available to all employees. Supplementary procedures or arrangements will also be put into place to comply with any new, amended, or revised legislation, or approved code of practice. Where necessary, we will introduce policies or procedures which relate to specific health and safety law or best practice guidance, and thereby outline our control measures for minimising risk.

Stephen Halsey
Chief Executive

Date: Sept 2024

PART TWO

2.0 Responsibilities for health and safety

- 2.1 This section describes the council's responsibilities and governance for the management of health and safety.

3.0 Mayor and Elected Members

- 3.1 The elected mayor and elected members will ensure:
- The chief executive and chief officers develop appropriate health and safety management, organisational arrangements and systems for the borough and its services.
 - Active support of their officers in the successful implementation of the corporate health and safety management system borough-wide and across all council directorates.
 - The council's corporate health and safety policy and supporting procedures are considered as part of the decision-making process in cabinet.
 - Adequate resources are set aside to implement suitable and sufficient health and safety measures across the borough in terms of its legal duties and undertakings.

4.0 Chief Executive / Corporate Leadership Team

- 4.1 The chief executive will provide proactive and visible leadership in developing and maintaining a management culture supportive of health and safety within the organisation.
- 4.2 The chief executive will have overall responsibility for the formulation, organisation and implementation of the council's health and safety policy and supporting procedures.
- 4.3 This will be achieved by securing and maintaining an effective health and safety management system whereby the chief executive and other corporate leadership team members will ensure that:
- Health and safety responsibilities of individual corporate directors, chief officers, managers, and employees are clearly identified.
 - Employees at all levels are held accountable for discharging their responsibilities in accordance with all applicable health and safety law.

- Health and safety are considered as part of corporate strategic and community planning. Performance standards are established, and organisational arrangements are in place to integrate and embed these within each directorate and its relevant strategies and service plans. This includes wider council initiatives such as smarter working etc.
- Arrangements are in place to ensure that staff are competent to undertake or carry out their health and safety functions and responsibilities.
- A planned and systematic approach is adopted to implement the council's health and safety policy, by which risks will be assessed, priorities agreed, and objectives set for risk elimination or reduction.
- Suitable arrangements are put in place to monitor, audit, and review our health and safety performance, policies, and procedures. This will be achieved via the Joint Corporate Health and Safety Committee (JCHSC) and corporate health and safety service (CHSS).
- CHSS prepare quarterly reports and briefings for the CLT. Where appropriate, performance standards or action plans are established for issues highlighted in these reports.
- Sufficient financial and other resources are made available to effectively implement the corporate health and safety policy, including the provision of specialist advice and assistance where required.
- Arrangements are in place for consulting with employees on health and safety issues and for promoting collaborative working with trade union appointed safety representatives.
- Adequate regard is given to health and safety considerations in all contracts organised, let, and administered by the council

5.0 Corporate Directors (first tier)

5.1 Corporate directors will be responsible for ensuring the council's corporate health and safety policy is implemented. Within their directorate:

- The corporate health and safety policy and handbook are available, included as part of their staff induction; reviewed regularly and embedded within their management system.
- Health and safety performance standards and related objectives are incorporated into their directorate and departmental service plans. Where appropriate this includes measurable and auditable targets for improvement.
- Holding staff accountable for their health and safety performance.
- Allocated health and safety responsibilities and duties to divisional directors and managers within the directorate are included in their appraisals. Managers attend required health and safety training to raise their awareness of safety issues and/or increase their competency to undertake their responsibilities.
- Departmental heads and managers are made responsible and accountable for the completion of departmental risk assessments. Ensuring that appropriate control measures are implemented; monitored and reviewed; operating effectively so that identified risks are eliminated or minimised.
- An appropriate (competent) manager is nominated to act as the health and safety champion for the directorate on health and safety matters (See section 9).
- A named officer (and deputy) at each of the directorate's premises is identified to perform the duties of 'officer in control of premises' (OICP). OICPs must be appointed for every building or establishment occupied (or used) solely by their directorate staff. **Note**, in the council's administration buildings, facilities management will undertake this role (See section 10).
- Each directorate co-operates with the other directorates on health and safety matters.
- Managers within the directorate co-operate fully with any audit conducted by CHSS or internal audit to assess health and safety management or performance standards.
- Members of staff receive adequate information, instruction, training, and supervision to enable them to discharge their responsibilities effectively.
- Sufficient budgetary provision and other resources are made available to implement the corporate and their directorate health and safety arrangements.

- Co-operation with trade union appointed safety representatives ensuring their employees are consulted on health and safety issues.
- Suitable arrangements are put into place to audit departmental / service area risk assessments. Arrangements must be sufficiently robust to ensure that all directorate departments / teams are completing and reviewing risk assessments for their activities.
- Where required, advice and guidance are sought from CHSS, human resources and occupational health (and/or any other specialist officers) and act appropriately on their advice to ensure compliance with health and safety law.
- Health and safety are always considered with regards to any contract or tender let or administrated by their directorate.
- Premises within their directorate are compliant with statutory requirements and adhere to local arrangements and corporate policies and procedures.
- The directorate appoints both '*responsible*' and '*competent*' persons to ensure the management of health and safety. They must be allocated sufficient resources, including both time and financial, to enable them to carry out their health and safety duties.

- The '**responsible person**' is at the second-tier management level (divisional director). They are the senior manager in overall charge of the directorate's arrangements for securing compliance with applicable legal duties.

They will appoint additional 'responsible' and 'competent' persons to assist them in complying with these duties, including the completion of written risk assessments, health and safety management action plans where required and ensuring that such assessments and plans are reviewed and updated periodically.

- The '**competent person(s)**' will normally be at third or fourth tier management level. They should have sufficient training, skills, qualifications, knowledge, and other qualities to enable them to carry out their functions and duties required under health and safety law.

6.0 Divisional Directors (second tier)

6.1 Divisional directors have responsibility for overseeing the translation of the council's health and safety policies, objectives, and arrangements into operational practice within their respective directorate service area. They must ensure that:

- The corporate policy and their directorate safety related policies and supporting procedures are implemented within their service areas.

- Staff at all levels within their service areas are held accountable for their health and safety performance.
- In each directorate, divisional directors appointed as the directorate's 'responsible persons' will lead on ensuring that satisfactory arrangements are in place to secure compliance with the legal requirements; the sufficiency of which are reported at their DLT meetings.
- Their management team takes full account of health, safety, and welfare considerations when planning, developing, introducing, or amending new working methods, systems, apparatus, or equipment in premises.
- Risk assessments are completed in premises within their service areas and that the process is monitored to ensure that it is operating effectively. They must also ensure that the result of each assessment is disseminated to all appropriate staff.
- All staff within their service area receives adequate information, instruction, training, and supervision to enable them to work safely and discharge their responsibilities. They must ensure that departmental heads, managers, and supervisors are allocated appropriate and specific health and safety responsibilities and duties. Such responsibilities and duties should be identified and considered as part of their monitoring plan.
- Applicable health and safety management issues are included, where appropriate to do so, in departmental service plans.
- Managers receive suitable training in conducting risk assessments and are given sufficient time and other resources to complete or review departmental risk assessments.
- Managers have sufficient time and other resources to record and investigate accidents, incidents, dangerous occurrences and near misses.
- Health and safety are fully considered as part of the process of preparing specifications or contracts administrated or supervised by officers in their service area.
- Managers within their service area both co-operate with trade union or employee safety representatives in carrying out their functions and make a positive contribution to any safe-working group or safety committee that they are appointed to attend.
- There is an effective system within their service area for communicating health and safety information.
- Where appropriate to do so, that they seek guidance on health, safety, and welfare requirements from CHSS, human resources, occupational health

advisors, or other specialist officers and act appropriately upon any advice received from these officers.

7.0 Heads of Service / Departmental Heads (third tier officers)

7.1 Third tier officers will have the following health and safety responsibilities and ensure:

- Where necessary, arrange for additional health and safety guidance, codes of practice or safe working procedures to be drafted to cover specific work activities (or undertakings) performed. This is in addition to the corporate health and safety policy and related guidance documents. This information should be based on the outcome of risk assessments to control risks.
- Risk assessments must be completed for all work-related activities or undertakings which pose significant risk of injury. As appropriate, consideration should be given to higher risk groups such as young persons, new and expectant mothers etc. Identified risks should be adequately controlled, monitored, and reviewed. Those who undertake risk assessment should be adequately trained. CHSS can support with this.
- They will consider the potential of a risk of work-related violence, abusive or threatening behaviour towards staff. Particularly when planning or developing safe working systems, such as control measures for lone workers, travel arrangements to and from site locations / meetings etc.
- Arrangements are in place for staff under their direction to receive sufficient information, supervision, instruction, and training to enable them to work safely.
- Appointed managers and supervisors etc. are held accountable for discharging appropriately any health and safety responsibilities allocated.
- Any complaint received regarding health, safety and welfare issues or provisions raised by any of their managers, staff, or trade union appointed safety representative, are promptly investigated, evaluated, and dealt with appropriately.
- Co-operation with trade union appointed safety representatives on health and safety matters.
- Attendance at meetings of relevance, directorate safe working groups, JCHSC representing their directorate if requested to do so by their divisional director.
- Health and safety information is communicated effectively to all staff within their department.
- Health and safety are an agenda item at team meetings.

- They will co-operate with the designated 'Officer in Control of Premises' on health and safety issues.
- They will bring to the attention of their divisional director any health and safety issues that they cannot resolve satisfactorily, or that may have implications for other services within their directorate.

8.0 Managers and supervisors

8.1 Any officer who has line management or a supervisory function will have the following responsibilities for health and safety and must ensure that:

- They familiarise themselves with any council policy or procedure governing the work activities for which they have responsibility.
- They set a positive example and consider the health, safety, and welfare of staff that they supervise.
- The corporate health and safety policy, supporting safety procedures, codes of practice and arrangements from the health and safety intranet pages etc. applicable to their service area are communicated to their staff. Monitor their staff, to ensure that they work safely and appropriately.
- Risk assessments are completed for all work activities/significant risks under their area of control. As appropriate, consideration should be given to higher risk groups such as young persons, new and expectant mothers etc.
- Identified risks are adequately controlled, monitored, and reviewed. Where appropriate, should be supplemented by safe working procedures and/or method of work statements. Risk assessment controls and safe working procedures must be clearly communicated, understood, and adhered to by their staff undertaking the task or activity. Those who undertake risk assessment must be adequately trained.
- Full consideration is given to the potential for work-related violence, abusive or threatening behaviour toward staff particularly in the planning or development of safe working systems such as control measures for lone workers, travel arrangements to and from site locations or meetings etc.
- There is adequate first aid provision as identified in their first aid risk assessment and in consultation with relevant teams and departments.
- Staff are held accountable for their health and safety performance via routine one-to-one appraisals, performance, development, and review meetings etc., all of which should follow council procedures.

- They attend any health and safety training identified by their manager that to assist them in fulfil their safety responsibilities, functions, or duties.
- All members of staff under their supervision receive sufficient supervision, instruction, information, and training to undertake their work activities safely.
- Periodically assess the training needs of the staff they supervise, ensuring that they attend relevant training including refresher training so that they are competent to carry out tasks and activities safely. A permanent record of any training attended (such as a training matrix) should be retained.
- Workplace-specific health and safety induction is given to employees on their first day (this includes trainees or work experience placements etc.). To include but not limited to fire safety, first aid and welfare arrangements; risk assessments etc.
- All staff, including agency staff, complete the on-line display screen equipment (DSE) self-assessment and follow-up on actions where identified. They must ensure that they have reviewed and actioned items.
- Conduct regular inspections of their workplace / work area to identify any actual or potential hazards and take appropriate remedial action to rectify any deficiencies that they identify.
- All accidents, incidents; near misses and work-related ill-health conditions are investigated and reported in accordance with the borough's accident and incident reporting (AIR) procedure. This includes reports of verbal or physical assault.
- Work-related equipment used by their section is suitable for its purpose; in good working order, adequately serviced and maintained and where necessary, regularly examined and tested. Arrangements should be in place for portable electrical appliances used by their department to be inspected and tested, in line with council procedures and / or statutory requirements.
- Assess the need for personal protective equipment (PPE) to be issued to staff working under their supervision. PPE and clothing provided is suitable for the tasks performed, correctly used, stored, maintained, and replaced when necessary.
- Employees whom they line manage are consulted on and given the opportunity to discuss, health and safety issues at team meetings.
- Co-operate with any trade union or employee health and safety representative carrying out their functions.
- Where appropriate, seek advice and guidance from CHSS, human resources, insurance manager, or any other specialist officer appointed by the council and act on any recommendations or directions received from them.

- Ensure that the health and safety training needs of junior staff are included in their individual performance, development, and review plans.

9.0 Directorate Health and Safety Champion

9.1 The health and safety champion must be appointed by their director to co-ordinate the health and safety management system within their directorate. This includes arrangements for the communication of health and safety information both within and between the directorates and CHSS.

9.2 Champions will represent their directorate and actively champion health and safety. The role includes and ensures:

- The co-ordination and communication of health and safety documentation, particularly in respect to the directorate's formal arrangements for implementing the borough's corporate health and safety policy and their directorate-specific arrangements.
- That distribution systems are kept and regularly updated and identifies the appropriate managers within the directorate and their service areas.
- That health and safety information received by the directorate is disseminated to the appropriate managers or officers.
- Attendance at the JCHSC and any other safe-working groups; sharing information / reports of any health and safety concerns from their directorate / DLT meetings.
- Hold one-to-one meetings with their CHSS coordinator on a six-weekly cycle; meetings to be recorded and identified actions, tracked.

10.0 Officers in Control of Premises (OICP)

10.1 Directors are required to nominate a named officer to oversee and be responsible for the day-to-day health and safety matters in premises and buildings occupied by their employees. For buildings managed by facilities the OICP will be the relevant facilities manager.

10.2 The OICP will ensure there are adequate documented arrangements in place brought to the attention of premises users, and are responsible for the following areas:

- The action to be taken in the event of a fire and bomb alert. These procedures must include the method of raising the alarm, summoning the Fire Brigade /

Police etc. and evacuating the building to a designated assembly point etc. These procedures must be documented and brought to the attention of all employees and must include arrangements for the safety of visitors, contractors etc.

- Ensure (so far as practicable) that all managers and staff based in the premises attend basic fire awareness training and that staff appointed to assist with the evacuation of the premises (fire, bomb threats etc.) receive suitable training in their duties and are fully aware of their responsibilities.
- Organise fire evacuation drills to test the effectiveness of arrangements and taking appropriate action to correct any shortfalls identified. *Fire Drills should be undertaken at least twice a year, at six-monthly intervals.*
- Provision and maintenance of adequate fire-fighting equipment and fire systems such as portable fire-fighting extinguishers, fire alarms, emergency lighting, dry-rising mains etc. Maintenance records are kept and are retrievable.
- 'In-house' testing of fire alarm systems (*each week*).
- Ensuring that fire exits, internal fire doors and fire screens and partitions (as applicable) are inspected and maintained in good working order / condition and fire exit and escape routes are kept clear of obstructions and are adequately sign-posted.
- Sufficient facilities for administering first aid.
- Ensure accidents are reported
- The prompt notification of defects in premises or equipment to their senior manager or landlord (as applicable) and, the issue of appropriate works orders to rectify such defects, in accordance with the council's financial regulations. The nominated officer will remove from service, or isolate, any defective equipment or area and take appropriate measures to warn others of the dangers.
- Familiarity with the internal layout of the building(s) they are in control of, and any hazards present such as high-risk areas such as laboratories, workshops, kitchens etc.
- Officers and managers must ensure that they follow arrangements for the adequate selection and supervision of any contractors employed on behalf of the council.
- Ensure that a survey is carried out in the building to identify whether asbestos containing materials are present.
- Know how electrical apparatus, gas and water supplies can be shutdown / isolated in the event of an emergency.

- Regular inspections of the premises are completed; housekeeping arrangements are satisfactory, and conditions have not deteriorated to such an extent that they pose a risk to the health and safety of staff, contractors, or visitors.
- The supervision of contractors working on site and ensuring that contractors are notified of any hazard appertaining to the premises such as asbestos containing materials, location of power supply cables, chemicals, or processes etc.
- Ensure that competent persons are appointed to conduct fire risk assessments (FRA) in premises under their control, or in parts of buildings under their control. FRA must be supported by a management action plan that includes the necessary actions to address any defects noted or recommendations made in the FRA. The action plan will record when the defect or recommendation has been addressed. The completion of the fire safety risk assessment and management action plan is the responsibility of the OICP and in liaison with the statutory compliance manager, to review:
 - Periodically (normally annually)
 - Following the introduction of new processes, plant, or equipment
 - Following structural alterations to the premise
 - Following a fire or near miss incident
 - Following change of use of the premise
 - Following a change in staff at the premises, especially when disabled persons are employed or resort to the premise

11.0 Corporate Health and Safety Service (CHSS)

- 11.1 The council appoints competent health and safety advisors to provide health and safety advice to the chief executive, corporate directors, senior leadership team, divisional directors, and all other employees.
- 11.2 CHSS will develop corporate health and safety policies and procedures applicable to the council's strategic undertakings and where appropriate, will co-ordinate borough-wide initiatives for improving health and safety standards and performance:
- Advise the chief executive and corporate directors of their responsibilities under health and safety law and bring to their attention any matter that affects the operation of the borough's corporate safety policies.
 - Advise the chief executive and corporate directors on the strategic planning for health and safety management to identify risk, set priorities, and establish adequate safety performance standards (as required under legislation, HSE guidance notes and codes of safe working practice).
 - Assist the chief executive and corporate directors in the formulation of safety policies and procedures; arrangements for their implementation and monitoring

thereof. Where necessary make recommendations for amendments or modifications of written procedures or operational arrangements.

- Advise managers on the implementation of local codes of practice and safe working procedures.
- Advise and assist managers in undertaking complex risk assessments, to ensure compliance with health and safety legislation.
- Conduct inspections of workplaces when requested to do so by Senior Managers and advise them on any breach of statutory requirements or best practice. Bring to the attention of the appropriate manager any potentially hazardous situation or unsafe work practice.
- Conduct inspections of any workplace as part of an audit/inspection process or planned work activity and advise them on any breach of statutory requirements or best practice. Bring to the attention of the appropriate manager any potentially hazardous situation or unsafe work practice.
- Have authorised authority to suspend any work process or undertaking, or in the most serious circumstances, prohibit the occupation of a council workplace or place of work that in the CHSS opinion, there is an imminent and serious risk of injury to staff, contractors, members of the public etc. This will include the suspension of contracted works activities (such as construction works in a school or on a housing estate etc.) where a serious risk of danger and/or injury has been identified and in circumstances where the contract administrator or supervising officer is not immediately available.
- Investigate, where appropriate in conjunction with occupational health section, any accidents / dangerous occurrences and incidence of ill-health and make recommendations to prevent recurrence.
- Upon receipt of reportable accident and incident forms, notify the HSE of all accidents, ill-health conditions and dangerous occurrences etc., in accordance with legislative requirements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- CHSS will maintain a database of all accident and incidents. Records will be retained for a period not less than three years post the date of the accident or incident. Accident and incident data will be presented to the JCHSC.
- CHSS will conduct periodic audits and analysis of departmental risk assessments and report the findings back to the manager and JCHSC.
- Advise managers on training requirements to ensure compliance with current health and safety legislation or standards.

- Liaise with the HSE, London Fire and Emergency Planning Authority (LFEPA), Environment Agency and utility companies on health and safety matters.
- Attend corporate committees as an ex-officio member and other working groups as required.
- Attend external health and safety meetings or committees where our staff may be based in another employer's buildings such as the NHS.
- Authorised to present and complete unannounced inspection or safety tour of any council building.

11.3 The CHSS have published the following documents, guidance and information in support of this policy:

- Health, Safety and Working Well Strategy
- Health and Safety Handbook
- Risk Profile and Risk Assessment
- Safety Management System Standards
- Guidance Procedures and Templates.

These can be found on the CHSS pages on [The Bridge](#).

12.0 Occupational Health

12.1 Human Resources is responsible for the external occupational health provider contract. This service will provide managers with suitable information and advice to enable them to discharge their responsibilities under health and safety legislation.

12.2 Human resources / occupational health provider will be the lead advisors (competent persons) that will advise corporate human resources and CLT on health matters which relate to staff wellness at work, including occupational stress management arrangements and standards.

12.3 Human resources via the external occupational health provider will ensure that arrangements are in place to:

- Assist managers in carrying out appropriate health surveillance, as required by legislation.
- Assist managers in identifying and resolving any issue that may have an adverse effect on the health of an employee.
- Provide advice and assistance to managers in assessing the 'fitness to work' of any employee following an illness or injury.

- Make recommendations to managers on any additional control measures necessary to prevent ill-health conditions, or deterioration of pre-existing ill-health condition.
- Where appropriate, assist corporate human resources strategy to monitor sickness trends relating to ill-health conditions, so that management can be advised of concerns and recommendations for reducing sickness levels.
- Present reports to the JCHSC, including statistical data on staff work related sickness.

13.0 Facilities Management / Property Maintenance

- 13.1 Will ensure that managers, officers in control of premises and responsible persons are provided with sufficient information regarding premises, plant, and related equipment to enable them to effectively discharge their responsibilities aligned to the corporate landlord model (CLM).
- 13.2 Will ensure that all contracts issued by their directorate contain detailed clauses specifying the safety precautions that must be taken during the execution of that contract.
- 13.3 These officers must ensure that there are arrangements for the adequate selection and supervision of any contractors employed on behalf of the council.
- 13.4 These officers will ensure that any projects or work undertaken by their directorate, are in accordance with the Construction (Design and Management) Regulations (2015) and other relevant regulations.

14.0 Employees

- 14.1 Employees have a vital part to play in the effective operation of the corporate and directorate related health and safety policies and procedures and must:
 - Take reasonable care for the health and safety of themselves and others, whom could be affected by their acts, or failure to act, whilst at work.
 - Co-operate with managers on all matters concerning health and safety, including attending training sessions when directed to do so. This includes the completion of the on-line Display Screen Equipment (DSE) self-assessment.
 - Correctly use all work equipment, items etc., provided by the council in accordance with the training and instruction given so that they can use the item(s) safely. Employees must ensure that they know how to use equipment

safely before attempting to use or operate the equipment and must always leave plant, equipment etc. in a safe condition.

- Inform their supervisor or line manager immediately of any situation, which they believe might present a serious or imminent danger. The danger could concern their own or others' safety.
- Notify their supervisors or line managers of any shortcomings in health and safety arrangements, even when no immediate danger exists, so that appropriate remedial action can be taken.
- Use any protective clothing, safety equipment, and safety devices etc. that have been provided and ensure that such items are stored and maintained correctly and that any defects are immediately reported to their supervisor or line manager.
- Follow any code of practice or safe working procedures relevant to work activity and adhere to any verbal or written instruction given on health and safety matters. Failure to comply with any verbal or written instruction, or wilful contravention of safe working practices, or the requirements laid down in health and safety policies / codes of safe working practice could lead to disciplinary action being taken. If an employee has any doubts about their safety responsibilities in relation to their workplace, they must obtain clarification from their line manager, or seek guidance from their appointed trade union appointed health and safety representative or CHSS.
- Report any accident or near miss immediately to their supervisor or line manager and ensure that an accident and incident report form is completed and submitted.
- Report any defect in equipment, plant etc., and notify the supervisor of any unsafe condition that may arise.
- Not indulge in reckless or careless behaviour or misuse of equipment.
- Not consume any alcohol, drugs or other substances that will impede or affect their ability to drive or work safely (as applicable to the job activities being performed). Where employees are taking prescribed medication and are required to drive or operate machinery in the course of their employment, they should seek the advice of their General Practitioner and line manager. Further guidance on this issue will be sought from human resources.
- When directed by their line manager to do so or as part of the councils training programme/s, attend health and safety training courses. Attendance to health and safety training courses may be specified in personal plans.
- Familiarise themselves with all risk assessments, safe systems of works, related standard operating procedures, before completing any work activities that involve any significant risks. Any concerns with the suitability of the risk assessments must be addressed with their line manager.

PART THREE

15.0 Arrangements for implementing the safety policy

- 15.1 This section identifies the organisational arrangements that will be put in place to achieve the objectives listed in the corporate health and safety policy 'Statement of Intent'

16.0 Chief Executive and Corporate Leadership Team

- 16.1 The chief executive will chair regular meetings of the corporate leadership team (CLT).
- 16.2 CLT is the senior officer forum for safety management within the council and will lead on the planning, completing, checking, auditing, and review of the council's health and safety management system. As part of this remit to ensure that this policy and supporting corporate procedures and guidance are implemented within their directorate. Where considered appropriate, any issues relating to the management of health and safety in the council will be reported to council members at cabinet meetings.

17.0 Corporate Director responsible for safety

Will be responsible for:

- 17.1 Preparing reports and briefings to CLT on health and safety matters that relate to the council's working practices or safety performance. This will include any serious matters or issues that have an impact on the implementation of the corporate health and safety policy, service specific policies or supporting procedures etc.
- 17.2 Act as the lead corporate director for co-ordinating the organisational response and arrangements for health and safety corporately at CLT level.
- 17.3 Attend the council's JCHSC (or chair the meeting in the absence of the Chief Executive).
- 17.4 Ensure that serious issues or matters raised at the JCHSC are notified to CLT and agree the action required to be taken. This includes setting priorities and agreeing management action deemed necessary.
- 17.5 CHSS will act as the advisor to the Director Responsible for Safety on health and safety matters.

18.0 Joint Corporate Health and Safety Committee (JCHSC)

- 18.1 Chaired by the Chief Executive (or in their absence Corporate Director for safety), the committee meets on a quarterly basis. The committee will discuss strategic health and safety issues that will have an impact on all directorates. The committee will also investigate any strategic issues or complaints raised by trade union appointed safety representatives.
- 18.2 The panel consists of directorate representatives, and trade union appointed health and safety representatives nominated by the recognised trade unions. This allows a joint working partnership with the Union in the formulation of new health and safety policies, local codes of practice, procedures, and guidance notes. To agree and recommend areas of auditing, inspections, and new safety initiatives, setting desirable performance standards and targets.

19.0 Directorate Leadership Teams (DLT)

- 19.1 Each directorate has established DLT meetings. As part of their overall function, DLT must ensure that arrangements are put in place to develop, monitor, and review the health and safety management system in place within their directorate. This includes having health and safety on the agenda, which is recorded and monitored.
- 19.2 The number of meetings held each year and the functions of each DLT, including the membership of these groups, will be determined by the individual directorate, to suit their organisational needs and requirements.
- 19.3 DLT must report health and safety matters that could have corporate impact to the JCHSC for wider discussion. The JCHSC will assess the impact potential and if necessary, notify their views or concerns to CLT.

PART FOUR

20.0 Monitoring compliance and reviewing procedures

- 20.1 This section describes how the council monitors both employees and management compliance with the health and safety policy. It also provides details on how the policy is reviewed.

21.0 Corporate level

- 21.1 CHSS prepare quarterly reports and briefings for the CLT. Where appropriate, performance standards or action plans are established for issues highlighted in these reports.
- 21.2 CHSS will provide reports to the council's JCHSC on accidents and incidents including RIDDOR notification to the HSE. CHSS will monitor the council's accident rate against published sector data by the HSE.
- 21.3 The JCHSC will monitor the implementation and operation of the council's health and safety policies and arrangements.
- 21.4 Arrangements will be made for all policy and procedural documentation to be audited regularly. Such audits and reviews will be conducted as part of the work plan of CHSS.
- 21.5 Statutory compliance to the CLM and legal requirements will be presented and reviewed periodically at the JCHSC.

22.0 Directorate level

- 22.1 All directors will nominate an officer from their senior management team to oversee the review of their directorate's local safety arrangements and related policies and procedures. To determine whether the arrangements are operating effectively; to consider new (or revised) health and safety law or best practice guidance. Action must be taken to rectify any shortfall in standards that are identified.
- 22.2 Departmental heads and managers will ensure that risk assessments are periodically reviewed.
- 22.3 Departmental heads and managers will ensure that routine inspections of the workplace, or parts of the workplace under their control, are completed regularly and any defects noted regarding the housekeeping arrangements are rectified.

- 22.4 As part of their annual service plan, CHSS will ensure that a programme of planned joint inspections of workplaces is arranged with directorate-based trade union safety representatives, as necessary.
- 22.5 CHSS will undertake inspections and conduct safety-sampling exercises.
- 22.6 Accident and incidents will be investigated by line managers and supervisors, to identify measures to prevent recurrence.
- 22.7 Directorate-based trade union appointed safety representatives will be consulted on health and safety matters and encouraged to contribute towards the monitoring of health and safety performance, including the routine inspection of directorate work activities.

23.0 Document control

Document Type	Version / Issue	Date	Author	Reason for Change
Policy	03(01)	Feb 2018	CHSS	Revised content
Policy	04(01)	Feb 2020	CHSS	Minor edits and formatting Review of terminology Removal of Appendix 2
Policy	05(01)	Dec 2022	CHSS	Minor edits; rebranding
Policy	06(01)	Sept 2024	CHSS	Revised content. Minor edits and formatting Removal of Sections 11.0; 15.0; 22.0

APPENDIX 1: Joint Corporate Health and Safety Committee

Terms of Reference (constitution)

The Joint Corporate Health and Safety Committee (JCHSC) is the adopted forum for joint working between corporate and directorate management and trade union appointed safety representatives.

The overall intention of the committee is to ensure that effective organisational arrangements are in place to consult with workforce health and safety representatives on the council's health and safety management system and its effectiveness including the corporate health and safety policy, supporting procedures, local codes of practice, other safety arrangements and safe working practices.

The primary function of the committee is to seek to reduce accidents and illness arising from the council's undertaking or activities and to ensure that risks, both in the workplace and those arising from our undertaking or activities, are adequately controlled.

The committee is also responsible for setting targets, including assessing and measuring safety performance.

The committee will ensure that effective systems are in place for communication and consultation between senior management and workforce representatives on health, safety, and the wellbeing of staff.

The JCHSC fulfils the council's statutory duties and obligations as laid down in the Safety Representatives and Safety Committees Regulations (1977) and the Health and Safety (Consultation with Employees) Regulations (1996).

The Safety Representatives and Safety Committees Regulations (1977) places the following legal duties on employers:

- To allow trade unions recognised by the employer to appoint health and safety representatives.
- To permit workforce health and safety representatives, upon receipt of reasonable notice, to make regular inspections of workplaces and work activities
- To allow appointed workforce safety representatives to investigate accidents, incidents, potential hazards, and dangerous occurrences.
- To consult workforce safety representatives on any change in the way work activities are conducted.
- To permit the inspection and copying of certain safety documentation, such as risk assessments, health and safety reports and accident and incident reports
- To provide reasonable facilities for safety representatives to undertake inspections
- To provide for reasonable time-off with pay to enable safety representatives to carry out their functions and to undergo reasonable training
- To provide a consultation mechanism between the employer and employees on health and safety matters
- Requires the employer to set-up a health and safety committee, when two or more safety representatives request this

The employer must be notified in writing of the names of union appointed safety representatives. The regulations do not stipulate the precise number of safety representatives that should be appointed, leaving this to negotiation between the employer and recognised trade unions.

The number of appointed representatives should support employers and recognised trade unions reach the degree of agreement necessary to achieve the purpose of the regulations. Appropriate criteria would include:

- total numbers employed
- the variety of different occupations
- the size of the workplace and the number and variety (in type of use) of workplace locations.
- whether shift systems are worked.
- the type of work that is performed and the degree and nature of the hazards identified.

Further guidance on the arrangements for the appointment of workplace health and safety representatives, including facilities provided and facilities time is outlined in the council's facilities agreement policy available from corporate human resources.

The JCHSC Committee will:

Examine accident / incident statistics so that unsafe practices and unhealthy conditions can be identified, formally discussed and corrective action agreed.

Examine safety reports and briefing notes etc., and where necessary, nominate members of the committee to conduct safety inspections, investigations or audits and report back to the committee.

Ensure that trade union appointed health and safety representatives are consulted on corporate safety policies, procedures, risk management systems, risk assessment outcomes and safe systems of work etc.

Consider reports submitted by:

- Directors responsible for safety or their nominee
- Director, corporate human resources
- Corporate health and safety service
- Head of Facilities Management
- Risk manager
- Directorate based champions
- Other appointed officers, such as Estates Services, ICT, or Waste etc.
- Trade union appointed safety representatives

Additionally consider reports, guidance and recommendations received from the HSE, London Fire Brigade, and Environment Agency etc., including any improvement or prohibition notices served on the council by any of the above enforcement agencies.

Trade union appointed health and safety representatives must note that they should first seek to resolve any safety-related complaints received from their members via the councils established working procedures and practices:

- By first notifying the appropriate line manager or divisional director of the complaint, in order that they then have an opportunity to investigate and resolve the issue.
- If the matter is related to a facilities management managed building, then it should be taken to the appropriate building user group.
- If the matter is directorate-specific, then it should be taken to the appropriate directorate.
- If a safety complaint cannot be resolved through the above processes, then it can be raised at the JCHSC. The committee will in turn make recommendations for the investigation of any complaint heard and ensure, so far as is reasonably practicable, that the complaint is resolved satisfactorily.
- Instigate, participate in and comment on the development of safety rules, procedures, and safe systems of works. Including enabling trade union representatives to participate in the review of safety policies, audits, inspections, safety tours, and procedures as part of their secondment to the JCHSC.
- Monitor and comment on the effectiveness of employee health and safety training.
- Monitor and comment on the adequacy of health and safety communications and publicity in the workplace.

Membership of the JCHSC

- The Chief Executive will chair the meeting, in their absence, the Corporate Director of Communities will chair meetings of the Committee.
- The vice-chair to the Committee will be a senior management representative appointed at first or second tier management level appointed by the Corporate Director Communities.
- Senior Management representation will include senior officers (Divisional Directors) representing each of the Council's Directorates and the Senior Manager for Human Resources.
- Each Directorate will be responsible for appointing a 'Health and Safety Champion' who would act as a focal point for receiving and distributing health and safety information within the Directorate.

Ex-Officio members of the committee

- The CHSS team leader will attend each meeting of the committee as an ex-officio member and will act as the councils lead competent health and safety advisor (as per Management of Health and Safety Regulations 1999) to management, trade union and committee members.
- Other specialist officers, for example CHSS staff or insurance manager, will be requested to attend committee meetings, if required to do so by the nature of the agenda items raised.

Appointment of Deputies to the JCHSC

Where possible, the names of persons who will attend in the absence of a permanent member of the committee should be notified to the chair of the committee (and agreed by them) at least one week in advance of the meeting

When a deputy has been agreed, it is the permanent committee member's duty to ensure they are sufficiently briefed on the agenda and on the minutes of previous meetings so that they can contribute effectively and positively to the workings of the committee. It should be noted that deputies would only be allowed to attend meetings of the committee if they are of equal status to the permanent committee member. For example, the deputy for a divisional director must similarly be at divisional director level.

The Organisation of JCHSC Meetings

Meetings of the JCHSC will take place at the town hall, or other corporate building.

The secretariat to the chair of the committee will be responsible for minute taking and the booking of venues for meetings.

The secretariat to the chair of the committee will be responsible for updating the committee distribution list, the organisation and preparation of the meeting agenda, circulation of minutes, action log, work plan details etc.

The committee chair (or their deputy) will arrange for minutes to be taken at each meeting.

Items for inclusion on the agenda should be submitted at least **ten working days** prior to the meeting. Items notified for inclusion on the agenda must each be supported by a short explanation giving details or background information on the issue that the committee member wishes to raise.

The agenda will be prepared and be available at least **five working days** prior to each committee meeting.

Minutes will be taken at each meeting and be sent to all members of the committee where possible within **fifteen working days** following each meeting.

Agenda items arriving late will only be included on the agenda with the approval of the chair of the JCHSC

The chair of the committee reserves the right to cancel a committee meeting if three or less agenda items have been raised for consideration / discussion at the meeting.

The minutes of meetings of the JCHSC will be made available for display on trade union notice boards.